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MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : Deputy Director for Administration

SUBJECT : Establishment of Agency-wide ADP Professional Standards

REFERENCES : a. Memo to EAG Members fm DDCI dtd 26 Jul 78, subject: Management of Automatic Data Processing Resources (ER 78-8760)
b. DDA memo to multiple addressees dtd 28 Aug 78, same subject (DDA 78-2966)

1. Action Requested: This memorandum transmits, for your information and approval, the findings and recommendations of an interdirector task force on Agency-wide ADP Professional Standards.

2. Background:

a. Reference a., in its attachment, assigned responsibility to the Deputy Director for Administration to formally study the following issue:

"establish an. . .common, Agency-wide ADP professional standards (feasibility studies, requirements definition, specification standards, and programming standards to name a few)."

A report on the findings of this study were to be submitted to you by 15 December 1978. This deadline was subsequently extended to 15 February 1979.

b. In Reference b., Mr. Blake asked the Director of Data Processing to assume overall responsibility for the study and appoint a chairman for the task force. He also asked the several addressees of that memorandum to nominate representatives to the task force.

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c. The task force was formed under the chairmanship of [redacted] Deputy Director for Applications, ODP. The attached report documents their study and makes three recommendations for your approval.

3. Staff Position: The Director of Data Processing and I believe that this report represents a sensible and significant first step in establishing Agency-wide ADP Professional Standards. This belief is shared by the members of the task force, who represent the major Agency components with an interest in this study, and who have concurred in this report on behalf of their components. The implementation of the study's recommendations can be accomplished with no direct impact on resources. The Director of Data Processing is prepared to submit to me an annual report of progress and accomplishments in implementing the recommendations.

4. Recommendation: I recommend that you accept this report and approve its recommendations by signing this transmittal memorandum.

Frank. I think this is good work - committee should be commended.

[redacted]
Don I. Wortman

Attachments: a/s

Don

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[redacted]

Deputy Director for Central Intelligence

DISAPPROVED:

March 1, 1979
Date

Deputy Director for Central Intelligence

Date

Distribution:

Original & 1 - Addressee

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